

ACCEPTABLE INCOMING ITEMS LIST

Reference Administrative Directive 610.2, 610.3, 805, 811
Revision Date 7-8-2011

Only the items and amounts listed will be permitted. ALL ITEMS MUST BE IN FACTORY SEALED CONTAINERS AND REQUIRE NO REFRIGERATION, COOKING OR MICROWAVING. All acceptable incoming items will be inspected and repackaged.

♦Package size may not be any more than 30 lbs. and/or 24L x 19W x 12H inches ♦

FOOD AND DRINK	PERMITTED TYPE	NON PERMITTED TYPE	PERMITTED FROM
Beverages	Decaf Tea, chocolate drink mix, creamers, fruit flavored drink mixes. 4 -20(oz) containers	No liquids. No Herbal /supplemental or enhanced. No drinking bottles. , No kool-aid ,	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Decaf Coffee	Maximum of 4-20 oz containers, Instant or teabag type only .	No Caffeinated	Hospital Approved Vendor Package only
Cakes, Cookies, Pastries	In secondary factory sealed packaging. Dried items only .	No fruit cake, No fruit pies No tortillas, croissants, or bread .	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Chips	In sealed, Unopened factory containers	No chili, picante, spicy, flaming hot, habanero, etc.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Candy, Crackers	In sealed, unopened factory containers.	No liquor-filled candy, candy on sticks, candied or dried fruit, gum. No foiled wrapped items.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Cereal and Granola	Dried Cereal without dry fruit pieces In sealed, unopened factory containers.	No fruit pieces in cereal, No trail mix with fruit No fruit.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Cheeses, Meats	Dried meats/jerky or cheeses that require No refrigeration.	No individual cheese/cracker packages, No Velveeta or cheese spreads, No wet packed items. No chili, picante, spicy, flaming hot, habanero, etc.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Nuts, Seeds	In sealed, unopened factory container. All types.	No shells on nuts or seeds will be permitted. No chili, picante, spicy, flaming hot, habanero, etc.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.

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FOOD AND DRINK	PERMITTED TYPE	NON PERMITTED TYPE	PERMITTED FROM
Soups	Dried soup; Cup of Soup only, without seasoning packets. Top Ramen from Vendor only	No Picanté, Chili, or Cajun Flavors, No soup that requires cooking or microwaving. No wet packed items.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Misc	In sealed, unopened factory container. Dried items only.	No medications No vitamins or Mineral enhanced No cough drops. No personal care products	
Misc. foods	All ingredients must be listed in English	No condiments, No sugar, No spices/ seasonings, No food supplements, No supplemental or herbal bars, no rice, no pickles, No picante, hot, spicy, etc.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.

ELECTRONIC EQUIPMENT	PERMITTED TYPE	NON PERMITTED TYPE	PERMITTED FROM
Cassette tapes	Factory sealed only. Maximum allowed in possession is 20.	No home-made or blank tapes.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Headphones	Vendor purchase only.	No steel in the headband, cannot block out sound from the environment, cord thickness will not be greater than 16 gauge, maximum cord length 4 feet . Cannot cup the ear. No Coby 130's, 160's or Coby 180's are allowed.	Hospital Approved Vendor Package only
Personal electronics Equipment/games	Vendor purchase only. Hand-held games and cartridges Calculators, Dictionary, Thesaurus measuring less than 6x6x3. Battery operated only.	No accessories allowed. No rechargeable batteries or chargers. No equipment or games with USB connections; No items that record voice or data. No electronic devices that have capability to load data to or from another device. No Gameboy SP's No Graphing Calculators.	Hospital Approved Vendor Purchase only
Radios/Walkmans LCD Clocks (Digital) TV's- Model #'s only ACN-5326C/ACN5507C	Vendor purchase only. Size limit 5x5x2 Size limit for Action TV's 2.5 or 5 inch Battery operated only.	No Radio or TV accessories. No antennas will be permitted. No CD Players or CD's.	Hospital Approved Vendor Purchase only

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PERSONAL ATTIRE	PERMITTED TYPE	NON-PERMITTED TYPE	PERMITTED FROM
Hats	Straw Hats, Baseball style caps, kufi cap, yarmulke only. Only three baseball style caps allowed. One straw type hat allowed. One wave cap, to be used on unit only.	No other headwear allowed. No metal in hats.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Jewelry	Necklaces- limited to one. Pendants-limited to one. Stud type earrings- limit 2 pair. Watches- limited to one. Wedding bands- limited to two.	No larger than 1mm thick & No beaded necklace No larger than a size of a .25 cent quarter No other than Post type No protrusions or cutting edges No Medic Alert Bracelets	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Medically-approved footwear	May be accepted after review by the Medical Director and Chief of DPS		Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Shoes	Gym shoe type only, without metal . Shower shoes rubber only- can come from home.	No metal in shoes, No shoes with hidden compartments. No Cleats or shoes with tread greater than ¼". No shoelaces. No sandals.	Hospital Approved Vendor Purchase only
Sunglasses and Eyeglasses	Plastic sunglasses only. Prescription eyeglasses.	No metal in sunglasses. No mirrored lenses. No lenses that are too dark to assess the patient's eyes.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.

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ITEM	PERMITTED TYPE	NON-PERMITTED TYPE	PERMITTED FROM
Batteries	AA/AAA - Limited 10 per package.		Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Books/Magazines	Limited to 15 per package.	No material on Martial Arts. No "Maxim" magazines.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Hobbies	Playing cards, Foil packaging will be removed from all trading cards Tarot cards, no larger than 5.25 inches X 3.75 inches	No dominoes No toys of any kind No board games No art supplies No arts and crafts items	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Photos/Photo Albums	Photo album without metal Photos to be reviewed by Unit Supervisor	No photos of patients alone or other patients. No photos of patient's victims.	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.
Plastic Ware	Cups and Tumblers Bowls Flexible plastic only Maximum 2 tumblers and 2 bowls	No thermo cups Not to exceed 6" in diameter No lids	Hospital Approved Vendor/ Business/Org. Purchase or Private Individual Package.

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Revised 10-14-10

APPROVED VENDOR LIST PACKAGE PROGRAM

Patients may order certain items from approved vendors which are listed below

1) 8-Track Shack	417 Madison Ave., Brookville, PA 15825—PH # (814) 849-0826 www.8-track-shack.com (FOR CASSETTE TAPES)
2) Access Securepak Access Catalog Company	PO Box 50028, Sparks, NV 89435-0028—(800) 546-6283 www.californiaqp.com ; www.accesscatalog.com
3) Bennett Brothers Inc.	30 East Adams Street, Chicago, IL 60603-5677—PH # (800) 621-2626 www.bennettbrothers.com Max cost \$300
4) C.B.D. (Christian Book Distributors)	PO Box 7000 Peabody, MA 01961-7000—PH # (800) 247-4784 www.christianbook.com (FOR PURCHASE OF BOOKS AND TAPES)
5) E.B. Games or Game Stop	www.ebgames.com or www.gamestop.com Game Boy Advance Console and Games only. See sample catalog of online items in the ASH Patient Library. May be ordered by family/friends online or purchased at a <u>GAME STOP STORE</u> , but must be sent directly from vendor. ++No Mature (M) or Adult (A) games for Game Boy products.
6) Eastbay/Final Score	PO Box 8066 Wausau, WI 54402-8066—PH # Eastbay (800) 826-2205, www.eastbay.com Final Score PH# (800) 826-6603 www.final-score.com (FOR THE PURCHASE OF HATS AND SHOES)
7) Edward R. Hamilton Booksellers	Falls Village, CT 06031-5000 --no phone number or website (FOR THE PURCHASE OF BOOKS)
8) Franklin Electronics Learning Resources	One Franklin Plaza, Burlington, NJ 08016-4907—PH # (800) 525-9673, www.franklin.com (size limit 5" x 5" x 2")
9) Pack Central Inc.	10115 Canoga Ave., Suite D, Chatsworth, CA 91311—PH # (818) 760-2828 email to place an order: info@packcentral.com email to check status of an order: stats@packcentral.com
10) Packages 'R' Us, Inc.	2648 East Workman Ave. # 424, West Covina, CA 91791 PH (866) 303-7787, www.packagesrus.com
11) Union Supply Direct	Dept.100, PO Box 9018,Rancho Dominguez, CA 90224-9018, PH# (866) 404-8989 www.californiainmatepackage.com
12) Walkenhorst's	1774 Industrial Way, Napa CA 94558 –PH# (800) 660-9255 or (707) 255-4412

Not all items in catalogs offered by an approved vendor are permitted. All items must comply with current hospital policies. No upgraded items will be allowed as replacement by the Vendor/ Businesses/ Organizations. (08/23/00)

The items listed as permitted from Vendor/ Businesses/ Organizations purchase only will only be accepted if shipped directly to ASH from one of the approved Vendors/ Businesses/ Organizations. Patients or their families/friends can order approved items from these Vendors/ Businesses/ Organizations.

Prior to submission, orders for Vendor/ Businesses/ Organizations purchases will be reviewed by the Unit Supervisor/ designee for appropriateness and compliance with policy. It is the responsibility of the individual to order approved items only. All items will be opened in the Package Room, in accordance with existing policies and procedures.

Inappropriate, non-approved or contraband items will be returned to the Vendor/ Business/ Organization or family at Patients expense. Patient will have 45 days to mail item/items. Patient does have the option to donate non-allowable items or to discard. Remember, only items that are on the ASH Incoming Approved Items List and NOT contraband may be ordered and sent into ASH. Christian Book Distributors is now included in the Approved Religious Vendors List.

APPROVED RELIGIOUS VENDORS

Revised 12-9-10

Patients may order certain items from approved vendors which are listed below

I. The following six religious vendors have been approved to accommodate the needs of the various religious denominations at Atascadero State Hospital. Only Christian Book Distributors (CBD) was previously an approved vendor. The religious vendor sub-categories will now include:

A. Native American – Crazy Crow, P.O. Box 847, Pottsboro, TX 75076-0847
www.crazycrow.com (800) 786-6210

Contact person: Native American Spiritual Leader – Victor Jimenez

B. Islamic – IslamicBookstore.com, 3840 Bank Street, Baltimore MD 21224-2522
www.islamicbookstore.com (410) 675-0040

Contact person: Muslim Chaplain Hasssan Rashad

C. Jewish – Aleph Institute, 9540 Collins Avenue, Surfside, FL 33154
www.aleph-institute.org (305) 864-5553

Contact person: Rabbi Chaim Hilel

D. Catholic – Autom, 1013 Veterans Drive, Lewisburg, TN 37091
www.Autom.com (800) 521-2914

Contact person: Chaplain Daniel Weber

E. Christian – Christian Book Distributors, P.O. Box 7000, Peabody, MA 01961-7000
www.christianbook.com (800) 247-4784

Contact persons: Chaplains Emma Williams and Daniel Weber

F. General (Catholic, Protestant, Jewish, Muslim, Buddhist, Native American, Wiccan, etc.):
Union Supply Direct, Religious Items Catalog, P.O. Box 9018, Rancho Dominguez, CA
90224-9018 Catalog orders may be placed by postal mail or by telephone at
(866) 404-8989

Contact persons: ASH Chaplains listed above

II. Only “allowable religious items” may be ordered by individuals (See AD 618.1 Religious/Spiritual Items). No contraband items may be ordered or received.

Processing chain:

A. An individual who wants to purchase a spiritual item contacts his religious leader and/or chaplain, and together they review the items in their approved Catalog(s).

B. When an item is selected, the order form is completed and the chaplain gives it to the Chief of Recovery and Mall Services or his designee for review.

C. The reviewed order form is sent to the individual's Unit Supervisor who assists him to complete the Withdrawal of Client's Funds form, send it to the ASH Trust Office, and notify the Patient Package Room to expect the order.

D. When the item arrives in the Patient Package Room, the Package Room staff notify the unit and individual for pick-up.